

# **Counties of Chesterfield, Hanover and Henrico, Virginia**

## **Residential Master Plan Policies & Procedures**

The following policies and procedures are established to facilitate the building permit approval process for popular house designs that are repetitively constructed by an individual contractor. These policies are specific to the responsibilities of the Departments of Building Inspections within each of the named jurisdictions. The construction documents will be reviewed for compliance with the Virginia Uniform Statewide Building Code (USBC). These policies and procedures are specific to the application of the USBC and do not include the administrative conditions that are used by each locality for permit processing (i.e. permit fee schedules, format of permit applications, etc.).

### **I. Master Plan Submittal & Review**

- 1) Construction documents submitted with a building permit application shall include all available structural design options (e.g. decks, three season rooms, attached garages, truss diagrams, manufacturer identification for engineered products, etc.) that are offered to prospective buyers. The total number, complexity and format of any options submitted will be reviewed for ease of use by contractors, subcontractors and County inspection staff. Mechanical, electrical, plumbing, cabinetry, trim details and other similar design details shall not be submitted.
- 2) The applicant shall respond to any plan review comments with new plans incorporating all corrections to the construction documents.
- 3) Approved Master Plan construction documents shall be assigned a unique identifier (i.e. number and/or letter designation). Each sheet of the construction documents, including truss diagrams and related attachments shall be stamped approved, and include a notation of the unique identifier.
- 4) One copy of the approved Master Plan construction documents shall be maintained in the record of the building inspections department.

### **II. Master Plan Building Permit Application and Issuance Procedures**

- 1) The completed permit application must be filed with the following attachments:
  - a. The permit fee.
  - b. Two copies of the site plan.

- c. Two copies of the construction documents showing those structural options selected for construction. All unused sheets shall be removed. Any remaining unused options/details shall be either crossed-through or removed prior to printing.
- d. Two copies of the soils report for the site and engineered footing designs required by the soils report.

### **III. Master Plan Site Inspections**

- 1) For engineered footings, the permit holder shall provide a copy of the approved footing design for the inspector at the time of the footing inspection and at the final inspection. The footing design provided for the inspector shall only include the engineering detail or summary specific to the site reflected on the building permit.
- 2) The permit holder shall provide a copy of the site plan and the approved construction documents (including truss and engineered floor framing layouts and diagrams) for each inspection as required for all other building permits.

### **IV. Master Plan Revisions**

- 1) If any future revisions are submitted for a Master Plan the plan review staff will determine whether a separate Master Plan is required for the requested revision or amendment. Amendments or revisions shall not be constructed prior to review and approval.

### **V. Application of New USBC**

- 1) The master plan will remain subject to the prior version of the USBC only if the plan has been constructed, or the design submitted, within one year prior to the effective date of the new USBC.
- 2) The master plan must be revised and reviewed for compliance with the new USBC within 1 year after the effective date of the new code. Any master plan that has not been reviewed for compliance with the new USBC as will be purged from the Master Plan file 1 year after the effective date of the new code.